

ADMINISTRATIVE -- INTERNAL USE ONLY

Approved For Release 2003/04/29 : CIA-RDP84-00780R001200040005-2

Bedg 11/10/5 66-1353
2 NOV 1966

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Notes on Executive Dining Room

This memorandum is for your information only.

NOTES:

1. The Special Support Assistant to the Deputy Director for Support has requested that we purchase liquor chargeable to the account of the Deputy Director for Plans (DD/P) for use in the conference room of the DD/P during special luncheons. I am proceeding as requested.

2. We plan to serve cocktails during approved luncheons in the dining room of the DCI, your conference room, or any other one available in that order.

) h/w by Mr. Bannerman:
) "The approval for
) luncheons should
) include where the
serving of liquor will
take place. s/RLB
8 Nov 66 "

3. Since we will not have a cash bar on evening functions (overall price includes drinks), we plan to set up in the Executive Dining Room rather than in the kitchen. This will result in savings. (Approximately \$15 per hour).

4. We have assigned an additional employee on a temporary, full-time basis as a waiter in the dining room.

5. We have made arrangements to use additional personnel during the noon period from Records Integration Division, Logistics Services Division and the Interim Assignment Pool as required to insure satisfactory service. We will also, however, watch closely to insure that overstaffing does not occur.

SIGNED

Chief, Logistics Services Division, OL

STAT

cc: Director of Logistics

DD/S Distribution:

Orig - C/LSD/OL

1 - DD/S Subject

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INFORMATION

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[redacted] - ✓ Y

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MR. WARFIELD

[redacted] - Jm

REGISTRY - Please do not
circulate chrono

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INFORMATION

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[REDACTED]

MR. WARFIELD

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(Note: [REDACTED] is going to
send DD/S a note on the serving
of cocktails in other areas -
DD/P Conference Room, etc.)

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27 October 1966

STAT

Mr. Bannerman

STAT

[redacted] called this afternoon concerning some VIP luncheons which are scheduled to be held in the Executive Dining Room 7-8-9 and 16 November. All involve foreigners ~~and~~ the respective hosts are Hugh

STAT

[redacted] They are scheduling the luncheons for 1:30 because of the large groups involved (20 each) and will precede the luncheons with cocktails in the Director's private dining room.

However, the Director's private dining room will be in use on the 9th and 16th for his own purposes.

STAT

[redacted] requests your permission to use the DD/S Conference Room on the 9th and 16th from 1:00 - 1:30 to serve cocktails. He would also like your approval for future requests of this type.

STAT

OK / [redacted]
28 Oct. 66

Miriam

STAT

ADVISED [redacted]
BY PHONE 10/28/66
mmk

STAT

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